Instructions for completing 2006 GED Testing Center Information Sheets and Calendars

Complete a Test Center Information Sheet for each public access testing site for your program. This sheet includes the following:
- Name of Testing Center
- Location of Testing (complete street address)
- Phone number to call to schedule testing
- Testing Schedule (time testing begins and how the test is scheduled (one day or two days), for example: Testing begins at 9 a.m. on all dates; Tests administered over two days; Math and Writing on Tuesdays; and Science, Social Studies and Reading on Wednesdays)

Separate calendars are provided for your use in identifying testing dates in your center (as well as addendum sites), county jails and state correctional facilities.

Enter each testing date and testing location in the calendar. **Please note: for addendum testing sites, enter the name of test center and the name of the addendum location; for example, Frankfort/Scott; Newport/Grant; Somerset/Lincoln, etc.**

Testing at Job Corps Centers should be included on the public access calendars.

Separate calendars must be completed for testing in county jails and state correctional facilities. You **MUST** set dates for county jails (if dates change, submit changes to GED state office as soon as possible).

Please complete Testing Center Information Sheets and Calendars for January – June 2006 to rae.smith@ky.gov by December 1.